

AGREEMENT

Between The

BOARD OF EDUCATION

Of The

FRANKENMUTH SCHOOL DISTRICT

And The

FRANKENMUTH TEACHERS' PROFESSIONAL ORGANIZATION

COVERING THE PERIOD
From
July 1, 2026 through June 30, 2029

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THIS AGREEMENT ENTERED INTO BETWEEN THE BOARD OF EDUCATION, FRANKENMUTH SCHOOL DISTRICT, FRANKENMUTH, MICHIGAN, HEREINAFTER CALLED THE "BOARD" AND THE FRANKENMUTH PROFESSIONAL ORGANIZATION, HEREINAFTER CALLED THE "FTPO."

I. RECOGNITION

A. The Board hereby recognizes the Frankenmuth Teachers' Professional Organization as the sole and exclusive bargaining representative to the extent required by Act 379 of the Public Acts of 1965 for the following employees: all Certified Classroom Teachers, Guidance Counselors, Speech Pathologist and Student Support but excluding Principals, Assistant Principals, Superintendent, and Substitute Teachers; for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment or other conditions of employment.

B. The term "teacher" when used hereinafter in the Agreement, shall refer to all employees recognized in this section.

C. The word "FTPO" in this contract refers to the existing teacher organization.

D. The Board and its administrative agents agree not to *negotiate* professional duties or compensation with individual teachers.

E. This agreement between the Board of Education and the FTPO shall supersede any policies, rules or procedures of the Board, which shall be contrary to or inconsistent with its terms.

II. TEACHERS' RIGHTS

A. With respect to matters affecting the working conditions, remuneration, and/or welfare of employees, the Board agrees that it will make no changes in present conditions and/or policies without prior consultation with the FTPO and consideration of their concerns. The administration acts as agents for the Board of Education. (This section is not intended to imply that the entire contract would be reopened but only that portion dealing with the immediate concern.)

B. The Board and the FTPO agree to continue the policy of not discriminating against any employee on the basis of race, color, creed, gender, religion, age, or handicapping condition, and to represent equally all employees without regard to membership, participation in, or association with, the activities of any employee organization.

C. Any complaints directed toward a teacher which can be legally forwarded to the teacher and are justifiable in the opinion of the administration shall be promptly called to the teacher's attention for clarification and shall otherwise be handled in accordance with District policy 3139.

D. The Board agrees to provide a safe and healthy workplace and to promptly address unsafe working conditions.

III. ASSIGNMENT

A. The district retains the right to make all teaching assignments such as grade level and subject matter. Teachers will normally be informed of their tentative teaching assignment by July 1, preceding the school year in which the assignment will be made. However, it is recognized that circumstances may

occur that make reassignments necessary after that date. In such cases, the district will inform the teacher as soon as reasonably possible, and will have the opportunity to discuss it with their principal or designee.

B. Teaching assignments shall be a part of each teacher's contract, subject to revision. If revisions are made, a new contract shall be issued.

C. A part of each faculty member's contract shall list extracurricular duties, paid or not. Administration shall endeavor to balance faculty members' extracurricular workloads.

D. Length of Day

- Each FTPO member will indicate at the beginning of the year their desire to have a 7:30-3:20 work schedule, a 7:45-3:35 work schedule, or a comparable schedule approved by the building administrator.
- Such additional time, not necessarily at school, as may be needed by the teacher to fulfill satisfactorily the responsibilities of running an effective classroom, such as planning lessons, grading assignments, and conferring with parents.

E. All teachers shall have a duty-free lunch period. A teacher may be assigned during the lunch period, but it shall be considered as a compensated extracurricular assignment. If no teacher volunteers for this duty, a rotating system may be used. The Board agrees that a concerted effort will be made to avoid assigning teachers to a rotating system of noon hour supervision.

F. No teacher shall be required to eat lunch at school unless that teacher is assigned noon hour duty.

G. Teachers are urged to voluntarily participate in parent/teacher organizations.

H. Parent/teacher conferences and Open House will be scheduled in the fall of each year.

1. The two evening Parent/Teacher conference sessions may be scheduled differently for each building or grade level, but will not exceed a three-hour block each day.

2. Teachers in grades K through 4 shall schedule their own appointments for parent/teacher conferences.

3. Teachers in grades 5 through 12 may be scheduled differently with different Administrative directed processes but will not exceed two different three-hour blocks.

4. Each staff member shall be required to attend one 90-minute Open House, which will be scheduled in each building between pre-school week and the 2nd week of school. This requirement may be waived for individual staff members upon approval from the administration.

I. School Calendar

1. The creation of the school calendar is a part of the collective bargaining process. At the onset of negotiations, the FTPO and Board bargaining teams will negotiate school calendars to cover the life of the Master Agreement. It is expected that a tentative agreement on at least the first year can be reached so an anticipated calendar can be published even before the entire new contract is finalized.

2. The Board of Education reserves the right to set the first day of school as per Public Act 112 of 1994.

3. In the event of an emergency situation (e.g. building fire, health emergency, etc.) or "Acts of God" days, the Superintendent is authorized to delay or close school. FTPO members will not be required to report to work while school is delayed. On days when school is closed, no FTPO member shall be required to report to work.

4. In the event that State mandated hours of pupil instruction are not achieved, affected FTPO staff shall be required to work necessary pupil instruction hours to meet state minimum requirements, with said hours being added at the end of the scheduled school year. Professional Development time will not be added to the end of the calendar in lieu of pupil instruction hours lost. Staff shall receive no additional compensation for performance or work required under this section I4. Pupil instruction hours are defined as scheduled pupil instruction time plus qualified professional development time, minus hours of canceled pupil instruction forgiven, in accordance with the Michigan Department of Education.

5. If current state law specifying the number of pupil instruction hours that school must be in session is repealed or modified, causing the district to not be in compliance of state mandated levels, the Board & FTPO agree to open this section and any pertinent section of the Master Agreement for renegotiation.

6. Should the 180 student day minimum requirement be reduced during the lifetime of the calendar or future agreed upon calendars, the Board and FTPO agree to immediately revert back to no less than a 178 day student calendar.

7. Should legislative action strike the post Labor Day school start requirement, the board and FTPO agree to reopen the contract for the purpose of revising the school calendars.

8. Early Release Days: One early release day per month will consist of a staff meeting and then followed up with a collaborative team time to support the High Reliability Schools process as outlined in the Strategic Plan. Schedule will be as follows for certified staff after students are released:

   12:30-1:15 p.m.: Lunch
   1:20-3:20 p.m.: Staff Meetings/Collaborative Team Meetings

   Certified staff will conduct forty (40) minutes of collaborative team time monthly on their own (September-May). This time will be used for specific collaborative teams to support the High Reliability Schools process as outlined in the Strategic Plan. Each team will submit monthly minutes and any documentation/data of their monthly meeting to their building principal. The collaborative teams must determine a time when all members of that component are available to meet. Administrators may sit in on a meeting to collaborate with the team during these sessions.

9. The following school calendar(s) has been agreed upon by the Board of Education and the FTPO:

FRANKENMUTH SCHOOL DISTRICT
2026/27 DISTRICT CALENDAR

FD	First Day	ER	Early Release at 12:30pm
WD	Teacher Work Day*-No Students	NS	No School
PD	Professional Development-No Students	FL	Flex Day

Summer Moratorium Weeks 6/29/26-7/4/26 and 8/2/26-8/10/26

Total TD = 3 Total SD = 177

July 2026

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			TD=		SD=	

August 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	FD	26	27	28	29
30	31		TD=	2	SD=	3

September 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			TD=		SD=	20

October 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			TD=		SD=	21

November 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			TD=		SD=	18

December 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			TD=		SD=	14

January 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31			TD=	1	SD=	18

February 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
			TD=		SD=	18

March 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			TD=		SD=	19

April 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
			TD=		SD=	20

May 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		TD=		SD=	19

June 2027

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			TD=		SD=	7

* Work Day may be offered as option of Monday or Thursday, if possible.

FRANKENMUTH SCHOOL DISTRICT
2027/28 DISTRICT CALENDAR

FD	First Day	ER	Early Release at 12:30pm
WD	Teacher Work Day*-No Students	NS	No School
PD	Professional Development-No Students	FL	Flex Day

Summer Moratorium Weeks TBD

Total TD = 3 Total SD = 177

July 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			TD=		SD=	

August 2027

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	FD	25	26	27	28
29	30	31				
			TD=	2	SD=	4

September 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
			TD=		SD=	20

October 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31			TD=		SD=	20

November 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
			TD=		SD=	19

December 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			TD=		SD=	13

January 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		TD=	1	SD=	19

February 2028

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				
			TD=		SD=	19

March 2028

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			TD=		SD=	18

April 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30			TD=		SD=	19

May 2028

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			TD=		SD=	21

June 2028

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
			TD=		SD=	5

* Work Day may be offered as option of Monday or Thursday, if possible.

J. All teachers will have an unassigned period each day. During this period teachers will not leave school without consulting with the administration. This time shall be used to promote his/her teacher responsibilities.

K. Overloads

Tenured teachers may be asked to teach an additional class "Overload" by the Board/Administration. An overload is when a teacher teaches a class during their "unassigned period", as defined in section IV, part J for a full semester or full school year. The purpose of this clause is for the Board/Administration to be able to offer the best teaching available to our students in the most economical way. The Board recognizes that in no way does an overload schedule for one teacher diminish the importance of this unassigned period for another. In addition, no teacher will be required to teach an overload nor does teaching an overload for a semester or school year obligate a teacher to teach an overload in future semesters or school years. While the Board/Administration will try to consider seniority when offering overloads, the FTPO recognizes the Board's right to make assignments in the best interests of our schools, which is consistent with Section XIII I2c and I9 of the Master Agreement. In addition, the Board agrees that offering overloads will not be used as a tool to consolidate positions to lay off staff. In the event the Board reduces an FTPO member's workload or lays off an employee who is certified to teach a class being offered as an overload, this section of the agreement shall immediately be considered void.

Teachers who teach an additional class shall be compensated at 1/6 of their base salary, regardless of building level (Elementary, Middle, or High School).

L. Assignment to the position of high school department head will preclude other additional unpaid extracurricular professional assignments.

M. Minor assignments not specified in the Master Agreement shall not be compensated.

N. Class coverage by one teacher for another during an "unassigned period."

It shall be the priority and intention of the Board of Education and the Administration to hire substitutes when teachers are absent from class. The Administration shall undertake all reasonable efforts in furtherance of such priority and intention set forth in this paragraph. However, teachers may be asked to substitute during their "unassigned period" if the Administration is unable to secure a substitute after exhausting all reasonable efforts to do so. In the event a teacher is covering a class due to school related business (i.e., coaching, field trips, etc.) or an emergency arises where the absent teacher is being docked personal or sick time, the covering teacher will be paid $50 for each class period or $25 for a half a period or less. Teachers will not be compensated when the class coverage is due to a personal nature (i.e., doctor appointment, illness, emergency, etc.) and the District did not dock personal or sick time from the absent teacher.

The above noted rate will also be used as the hourly rate for any teacher providing homebound services.

IV. VACANCIES

A. All vacancies will be posted electronically on the District webpage and emailed to faculty five (5) working days before the position is filled.

B. During the summer vacation, notice will be sent via the district's employee management software.

C. It shall be the administration's responsibility, if requested, to describe newly created or vacated teaching positions and to discuss the conditions and expectations for teaching positions with interested internal candidates who possess appropriate teaching certification.

D. It shall be the teacher's responsibility to see that an accurate summer address and phone number are recorded in the school district office and, if qualified, see that the superintendent is informed in writing on the contract of any change desired in assignment.

E. It shall be the administration's responsibility to describe newly created or vacated extracurricular positions and to discuss the qualifications and certification (if any is mandated) for extracurricular positions with applicants. The administration will review the qualifications and certification of all candidates for the position. In cases where, in the opinion of the administration, applicants' qualifications and certification (if any is mandated) are essentially equal, preference will be given to teachers currently in the school system.

V. TEACHER PLACEMENT, LAYOFF AND RECALL

Decisions about placement, reduction/recall, and evaluation of a "teacher" under Revised School Code Section 1249, or who is assigned to students in any grades K to 12 as a teacher of record ("Teacher") will be made by the following. The parties agree that the procedures established in this Appendix for placement and reduction/recall constitute clear and transparent procedures as required under Revised School Code Section 1248.

1. Concerning Teacher placement and reduction or recall decisions, the parties agree as follows:

   A. The Superintendent or designee decides placement decisions, when a vacancy exists and when a posting is made. A "vacancy" shall be defined as an unassigned, open position or a newly created position which the District intends to fill.

   B. Acting within the approved budget, the Superintendent is responsible for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for existing staff or that a reduction in teaching staff is necessary due to a program, curricular, or other operational consideration(s), the Superintendent will recommend to the Board the teaching positions to be reduced. The FTPO will be notified of any contemplated reduction in personnel at least ten (10) business days before layoff notices are distributed to teachers. Prior to issuance of layoff notices, the Association will be given an opportunity to make specific recommendations regarding the particular implementation of layoff and recall procedures planned by the District.

C. The Superintendent or designee has discretion to place, transfer, or layoff or recall a Teacher into a position for which they are certified and qualified for, for a reason that is not arbitrary or capricious including the following clear and transparent factors and those consistent with applicable law and board policy:

a. Compliance with applicable state or federal regulatory standards, including standards established as a condition of receipt of foundation, grant, or categorical funding;

b. Credentials needed for District, school, or program accreditation;

c. District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the Teacher's effectiveness in that assignment and is integrated into instruction;

d. Relevant special training, other than professional development or continuing education as required by the state or federal law, and integration of that training into instruction in a meaningful way;

e. Disciplinary record, if any;

f. Length of service in grade level(s) or subject area(s);

g. Recency of relevant and comparable teaching assignments;

h. Three (3) most recent year-end evaluation ratings;

i. Documented punctuality and habitual use of unpaid days not protected by FMLA, ADA, or other state and federal law;

j. Compliance with state and federal law.

D. Seniority shall be considered as a tiebreaker if a Teacher placement or reduction/recall decision involves two or more Teachers and all other distinguishing factors are equal.

E. A Teacher is eligible for recall for twelve (12) months from the date the District implemented the reduction in force. Teachers placed on layoff will continue to receive all insurance benefits until the end of the month following the layoff notice. Teachers wishing to continue insurance beyond that point may do so on their own by purchasing COBRA continuation coverage. Teachers returning from layoff will be considered active employees upon receiving notice. Should a Teacher on Professional Reduction refuse to return from layoff within five business days during the school year, or ten calendar days during the summer break, they shall be deemed to have voluntarily quit. All fringe benefits will be restored to Teachers returning from layoff.

F. Probationary Teachers cannot grieve any aspect of this Article.

2. Grievance Procedure. An alleged violation of this Article may be grieved up to, but not including, arbitration under the Grievance Procedure.

VI. TEACHING CONDITIONS

A. Each teaching station shall have a desk and teacher's chair. Lockable storage space for each teacher using the teaching station will be provided.

B. Use of a telephone for school business in private shall be provided.

C. Teachers desiring to use special areas or rooms at times when they are not assigned to them shall notify the principal or the appropriate person of their desire by means of an activity sheet. The principal will then notify other teachers concerned by means of a posted school calendar or by other methods.

VII. CLASS SIZE

A. A concerted effort will be made to keep non-activity class sizes in grades 4 through 12 near 30 students.

B. A concerted effort will be made to keep non-activity classes in grades K through 3 to not exceed 24 students.

VIII. GRIEVANCE PROCEDURE

A. Definition: A grievance is a written complaint by a teacher or the FTPO involving the interpretation or application of the Master Agreement.

B. Grievances shall be presented and settled in accordance with the following grievance procedure.

With the objective of resolving a grievance, the FTPO shall:

Step 1 The grievance will first pass through a formal acceptance by the FTPO Executive Board.

Step 2 The FTPO Building representative will informally discuss the written grievance with the principal for attempted settlement within ten (10) school days.

Step 3 The FTPO Executive Board will submit a signed grievance to the principal for the settlement within five (5) school days.

Step 4 The FTPO Executive Board will submit a signed grievance to the Superintendent for settlement within five (5) school days.

Step 5 The FTPO Executive Board will submit a signed grievance to the School Board for settlement within five (5) school days.

Step 6 The FTPO Executive Board will submit a signed grievance to the Labor Mediation Board under MCLA 423.207.

Step 7 If a grievance is deemed to be a District level issue rather than building level the FTPO will have the lead negotiator informally discuss the written grievance with the Superintendent for attempted settlement within fifteen (15) school days. Then move to formal submission to the School Board for settlement within five (5) days prior to Labor Mediation.

C. Each grievance shall be presented within fifteen (15) school days after the alleged violation first

occurs or the grievance procedure is barred.

D. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the FTPO to lodge an appeal. Failure to appeal a decision within a specified time limit shall be deemed an acceptance of the decision.

E. The time limits of this procedure may be adjusted by mutual agreement. In each case the action of the administration shall be in writing and signed with a copy provided to the teacher and to the FTPO.

F. No documentation, communication, or record will be placed in a teacher's personnel file as a result of a grievance.

Fees and expenses of the Labor Mediation Board shall be shared jointly by the Board and the FTPO. Any other expenses will be borne by the party incurring the expenses.

IX. STUDENT DISCIPLINE POLICY

A. The Superintendent, administrators, and teachers will maintain an established student discipline plan and handbook, which will be approved by the Board. Parameters for these plans will be consistent with current law, District policy and administrative guidelines. District policy and administrative guidelines will include provisions which define the teachers' authority in removing or disciplining a student. A teacher may exclude temporarily (for a period no longer than one day) from his or her class a student who, in the teacher's opinion, is causing serious disruption. The teacher shall decide on the best course of action to deliver the student to another authority. Any disruptive, threatening or violent behavior by a student that is reported by a teacher shall be handled in accordance with District policy 3362.02.

X. GENERAL CONDITIONS

A. The Board shall make available to the FTPO, upon its request, any and all information, statistics, and records mutually agreed to be necessary to make intelligent decisions relevant to negotiations. The FTPO shall likewise make its records available to the administration.

B. School rooms shall be available for FTPO meetings. This excludes administrators' private offices. Requests for space shall be made to the superintendent and will be made with sufficient lead time.

C. The superintendent may call the following meetings upon written request of the FTPO:

1. A meeting after the acceptance of this Agreement by both parties but prior to the letting of teacher contracts. In addition to the superintendent, the president of the FTPO and the chairman of the Professional Negotiating Committee should be present. This meeting shall be for the purpose of discussing the new Agreement and the checking of each teacher's contract for correctness before being let.

2. A meeting during the summer or pre-school conference for the purpose of studying each item of the existing policies and the new Agreement for clarification and understanding. In addition to the superintendent, the president of the FTPO, the chairman of the Professional Negotiating Committee, the elementary principal, middle school principal, the high school principal, and the assistant superintendent should be present.

3. A meeting in the school year between the superintendent and the president of the FTPO for the purpose of revising the permanent policies to a duplication at each annual professional negotiation. Any permanent revisions to be entered into the policies would need the approval of the Board and the FTPO.

4. These meetings shall be at a mutually agreed upon time.

D. Professional Dues Deduction

1. Upon annual written request by the Association, the District shall deduct membership dues for the Association from a bargaining unit employee's wages if the bargaining unit employee submits an annual full, free written consent consistent with the Payment of Wages and Fringe Benefits Act.

2. The District may immediately cease collections for a particular bargaining unit employee if the bargaining unit employee provides written notice to the Superintendent or their designee that they are withdrawing their consent for the membership dues deductions from their paycheck.

3. Deductions will be made in substantially equal amounts from the paycheck of the bargaining unit employee beginning with the second pay following the receipt of the Association's annual request and the voluntary written authorization from the bargaining unit employee and, unless the Board receives a written request from the bargaining unit employee to discontinue the deductions, continuing through the last pay period in June of each school year. Bargaining unit employees who are hired after the start of school will have 30 days from their hire date to elect for payroll deduction.

4. The District shall not process monies for Political Action Committee donations associated with the dues structure.

5. The District will provide the Association with a list of individuals and amounts paid. The Association will provide the form, and where to submit the payment.

6. In the event any individual or entity files any complaint or claim against the Board (which includes its agents, employees, and officers) regarding dues deduction, the Association agrees to indemnify, defend, and hold the Board harmless against all costs, claims, demands, suits, or other forms of liability that may arise out of or by reason of action by the Board for the purpose of complying with the Agreement to deduct Association dues set forth above. Further, the Board shall be held harmless for the assessment and collection of union dues and the imposition of any penalties related to an employee's non-payment of membership dues. If the Association agrees to defend the Board concerning a dues deduction claim, the Board may choose its legal counsel to defend any lawsuit or action or compromise or settle any claim made against the Board.

XI. PROFESSIONAL COMPENSATION

A. Salaries - Teaching salaries shall be paid on the following basis:

1. Salary Schedule

	Column Heading Code
A	Experience Step
B	Bachelor's
C	Master's or Bachelor's + 35
D	Bachelor's + 65, Master's + 30, or Educational Specialist *

* This scale requires that a teacher must have earned at least thirty (30) semester hours beyond a Master's Degree or sixty-five (65) hours beyond a Bachelor's Degree, or have been awarded an Educational Specialist's Degree. Administration approval is required for acceptance of course credits for this scale. Note that:

a. Credits must be graduate units unless specifically otherwise approved by the superintendent.

b. Lane movement will require a written plan, documented on the District's *Written Plan for Advanced Coursework/Lane Change* form (located in the Appendix), which is part of the evaluation framework. This plan must be completed and approved by the building principal and superintendent prior to any credits being earned. Credits earned prior to July 1, 2012, will be grandfathered and must be documented on the written plan.

For employees that meet eligibility requirements, lane movement must be approved by the Superintendent at least ten (10) days prior to the first payday of the new school year. Submission and approval of the *Written Plan for Advanced Coursework/Lane Change* form is required for all lane change consideration.

c. Credits must be for classes which apply to subjects being taught in the District or reasonably planned to be taught in the District.

d. Post B.A. or M.A. classes taken to become certified as a teacher are not eligible for consideration for promotion to the advanced degree.

FRANKENMUTH SCHOOL DISTRICT
2026/2027 SALARY SCHEDULE

STEP	B	C	D*
0.00	$43,058	$46,153	
1.00	$45,429	$48,852	$51,475
2.00	$47,801	$51,551	$55,178
3.00	$50,176	$54,253	$57,718
4.00	$52,548	$56,954	$60,375
5.00	$54,918	$59,654	$63,152
6.00	$57,289	$62,356	$66,035
7.00	$59,662	$65,055	$68,918
8.00	$62,034	$67,755	$71,804
9.00	$64,405	$70,457	$74,687
10.00	$66,776	$73,155	$77,570
11.00	$69,148	$75,857	$80,454
12.00	$71,520	$78,559	$83,337
13.00		$81,258	$86,222
14.00		$83,960	$89,107

The parties mutually agree to reopen negotiations mid-October (wages and benefits only-effective January 1 of the applicable school year) each year upon completion and verification of; the June 30th year-end audit, student enrollment, State foundation allowance, and current insurance rates. All ratified wage Agreements will be posted on the District's Transparency Reporting webpage under Current Bargaining Agreements. It is also understood that all staff will continue to earn additional education credits that qualify them for, "lane changes" under the contract. In such cases the individual will be moved horizontally on the salary schedule.

The parties further agree that any changes to wages or fringe benefits shall occur only upon mutual agreement through the re-opener process described above (with the exception of lane changes as noted above) or through a successor agreement. Upon expiration of this Agreement, compensation and benefit levels in effect at that time shall remain in place, and no automatic step advancement or benefits shall occur unless and until such changes are mutually agreed to and ratified by both parties through the re-opener process or a successor agreement.

(ALTHOUGH ½ STEPS ARE NOT SHOWN, ½ STEPS ARE PAID AND LISTED ON INDIVIDUAL TEACHER CONTRACTS.)

1. Newly hired teachers may be granted credit for less than or up to their total years of experience outside the district at the discretion of the superintendent.

2. A half-year's (one semester) experience shall be entitled to one-half increment added to the base salary.

3. The salary schedule shall not be exceeded by any classroom teacher.

4. Those on the MA (BA+35) scale by virtue of thirty-five (35) hours beyond the Bachelor's Degree (non-Master Degree) must have at least twenty-five (25) of the required thirty-five (35) hours relate to subject matter taught or work toward qualification for an additional teaching assignment.

5. Beginning with the 1994/95 school year, any individual covered by the Agreement who is assigned a work load of 70 percent or more of the maximum work load allowed under this Agreement will be considered to be employed full-time and shall be advanced one full salary step per year. This provision applies to the Frankenmuth School District and may not be consistent with the provisions of the State of Michigan Teacher Retirement Program.

6. Beginning with the 1994/95 school year, any individual covered by the Agreement who is assigned a work load of less than 70 percent of the maximum work load allowed under this Agreement will be considered to be employed half-time and shall be advanced one-half of one salary step per year. This provision applies to the Frankenmuth School District and may not be consistent with the provisions of the State of Michigan Teacher Retirement Program.

B. Extracurriculars

1. Teachers accepting paid extracurricular assignments will meet with the principal to discuss the goals of the position. If the teacher cannot agree to work toward these goals, the assignment will either be awarded to another qualified applicant or remain unfilled for that contract year.

2. Extracurricular positions will be filled based on student participation. It is possible that a position described in this section may not be filled in a given year because the number of students expressing an intention to become involved is too small to justify the position's funding.

3. The administration, at its discretion, may allow teachers to share positions. The percentages listed in the Extracurricular Schedule represent the total compensation for each position, whether paid to one individual or divided among several individuals.

4. In any extracurricular assignment, if one person holds two or more concurrent related positions in which practices and planning can be held at essentially similar times, then the person shall be paid at the following rate:

Major Position	Full Rate
Second Position	Half Rate
Third Position	Half Rate

5. Extracurricular positions will be paid in the first check in November, December, February, March, April, and June. No payment will be made before the assignment is in progress. Compensation for year-long assignments will be distributed equally among three checks in November, February and June. All other assignments will be paid in a maximum of three checks, with the exception of single events which will be paid in the first pay period after the event. Extracurricular positions will be paid according to the following schedule:

Position	*November*	*December*	*February*	*March*	*April*	*June*	*21/26*
Art/Science Fairs					X		
Be the Change						X	
Band Trip						X	
BRASS Eagles						X	
Career Day					X		
Choir and List Music Program							X
Color Run Coordinator						X	
Co-op							X
District School Improvement	X			X		X	
Debate	X	X					
DECA			X	X			
Drama	X				X		
Esports		X		X	X		
FHS EFR Band Director							X
Field Day						X	
Forensics			X		X		
GAPP Exchange		X				X	
Hartley	Flexible						
Health & Safety Day						X	
Homecoming Banner	X						
Honors Night						X	
Hour of Code - Digital Citizenship - CSI			X				
Mentor Supervisor			X			X	
Mentor - First Year			X			X	
Mentor – Second Year			X			X	
Mentor – Third Year			X			X	
Multi-Building							X
NHS Coordinator						X	
NWEA Building Coordinator					X		
Online Coordinator	X						
Peer to Peer						X	
Prom Chairperson						X	
Quiz Bowl	X						

Reading Month						X	
Rotary Oratorical Speech						X	
School Improvement	X			X		X	
Science Night				X			
Science Olympiad					X		
Senior Class Advisor						X	
Senior Party						X	
Soar Coordinator						X	
Spanish Trip						X	
Student Congress/Discussion						X	
Student Council						X	
Washington DC	X						
Yearbook Advisor-List						X	
Year-Long Positions	X		X			X	

The extracurricular schedules are based on the following Salary Schedule:

2026/2027 Base Salary
$66,295

EXTRACURRICULAR SCHEDULE	
High School Positions	***Percent of Base***
Art Fair Chairperson	0.50
Band Trip Coordinator	2.00
Band Assistant	1.00
Be the Change	1.00
Cooperative Education Director (With Class)	3.00
Cooperative Education Director (Without Class)	6.00
CTE/Vocational Certification Manager	6.00
DECA	3.00
Drama Director (Per Play)	2.50
Esports	3.00
GAPP Exchange	4.00
Homecoming Banner Coordinator	0.50
Honors Night Chairperson	1.00
JV Debate Coach	2.40

JV Forensics Coach	2.40
NHS Coordinator	1.00
Noon Hour Supervision 1 – 2 Positions	3.50
Noon Hour Supervision 2 – 2 Positions	3.50
Novice Debate Coach	2.00
Novice Forensics Coach	2.00
Online Coordinator	0.50
Peer to Peer	2.00
Prom Chairperson	1.00
Quiz Bowl	1.00
School Improvement – 2 Positions	3.00
Science Olympiad Head Supervisor	3.00
Science Olympiad Assistant Supervisor	2.50
Senior Class Advisor	0.50
Senior Party Chairperson	1.00
Show Choir	1.00
Snow Sculpting	0.50
Spanish Exchange	2.00
Student Congress/Discussion	0.50
Student Council Advisor	2.50
Varsity Debate Coach	3.50
Varsity Forensics Coach	3.50
Vocal Music Director (With Class)	5.00
Vocal Music Director (Without Class)	7.00
Yearbook Advisor (With Class)	0.75
Yearbook Advisor (Without Class)	3.50

EXTRACURRICULAR SCHEDULE	
Middle School Positions	***Percent of Base***
Art Fair Chair	0.50
Band Director	2.00
Color Run Coordinator	0.30
Esports	3.00
Field Day Chairperson	0.50
Hartley Nature Director	1.00
Hartley Nature Supervisor 1	0.50
Hartley Nature Supervisor 2	0.50
Hartley Nature Supervisor 3	0.50
Honors Night Chairperson – 2 Positions	1.00

Honors Night Decorations/Fundraising Chairperson	1.00
Hour of Code– Digital Citizenship - CSI	0.50
Noon Hour Supervision 1 – 2 Positions	3.50
Noon Hour Supervision 2 – 2 Positions	3.50
NWEA Building Coordinator	1.50
Peer to Peer	1.50
Reading Month Coordinator	0.50
School Improvement – 2 Positions	3.00
Science Fair Coordinator	1.00
Science Olympiad	2.00
Soar Coordinator	0.30
Student Council Advisor	2.00
Washington DC Trip Coordinator	2.00
Washington DC Trip Advisor	1.00
Yearbook Advisor	2.00

EXTRACURRICULAR SCHEDULE	
List School Positions	***Percent of Base***
Art Fair Chair	0.50
Career Day	0.50
Field Day Chairperson	0.50
Health & Safety Day	0.50
Hour of Code– Digital Citizenship - CSI	0.50
Music Program Chair	1.00
Peer to Peer	1.50
Reading Month Coordinator	0.50
Rotary Oratorical Speech Contest	0.50
School Improvement – 2 Positions	3.00
Science Night	0.50
Yearbook Advisor	1.50

EXTRACURRICULAR SCHEDULE	
Other Positions	***Percent of Base***
Band Director	7.00
District School Improvement - 1 Position	5.00
Mentor Supervisor – 1 Position	2.50
Mentor – First Year	1.50
Mentor – Second Year	1.00

Mentor – Third Year	1.00
Staff Technology Consultant	4.00
*Multiple Building Assignment	1.00
Superintendent's Discretionary	Up to 2.0

* In addition, the board agrees that the building administrators will communicate with each other to coordinate additional professional duties, such as hall supervision, faculty meetings, Parent Teacher Conferences, or Open House to create a reasonable expectation for these duties.

A. Superintendent Discretionary Process to create new Schedule B Positions:

1. Shall be paid at the Superintendent Discretionary rate for no less than two years.
2. Provide Superintendent documented hours, student participation, time study and impact data.
3. Formal approval by the District and FTPO.

B. Counselors: Counselors may be assigned up to ten (10) extra days of work each per year at the discretion of the supervising building principal. The additional days shall be paid on a per diem basis, and the rate will be calculated by dividing the employee's annual base pay by 181 days.

Teachers who are asked by the Administration/Board to work additional days for the district in excess of the agreed to calendar will be paid $150 per day. The Board and Administration acknowledge the right of FTPO members declining to work these additional days, and that declining to work additional days will not be held against the employee in regards to job assignment, performance evaluation or any employee/employer relationship.

C. Other Community Service Employment (evening classes, summer school): All new summer and community service certificated positions will be posted in accordance with Article V.

D. Buyouts

The Board, at its discretion, may offer and grant buyout options to teachers. The granting of such buyouts does not constitute a "prior practice" situation or otherwise obligate the Board to continue the offer.

E. Teachers who have completed at least seventeen (17) years and not more than twenty-two (22) years of service to the District will have $2,000 added to their base salary. Teachers who have completed at least twenty-two (22) and not more than twenty-seven (27) years of service will have $4,000 added to their base salary. Teachers who have completed twenty-seven (27) or more years of service to the District will have $6,000 added to their base salary.

XII. FRINGE BENEFITS

The Board agrees to furnish certain fringe benefits as set forth in this section pursuant to its authority under applicable State and Federal law.

In November/December of the current school year, each eligible employee will complete an Enrollment Form.

- New hires will have insurance coverage initiated by the Board on their date of hire through December 31st and then they may elect to be fully vested in the Hospitalization /Health Care plan or may choose the cash option.

- If two (2) or more members of a family are employed by the district and are covered by a District-provided hospitalization/health care plan, the deductions will be made from the payroll account of the principal insured and will be based on the coverage type. If the employee changes coverage type during a year, adjustments in deductions and board provided deductible will be made accordingly.

MESSA Medical Benefit Plans

- For the period beginning January 1, 2026, the Board will offer the option of MESSA ABC Plan 2 HSA (DH) $2,000-0%, MESSA ABC Plan 2.5 HSA (KL) $2,500-0% and MESSA ABC Plan 2.5 HSA (KT) $2,500-20%.

- The District payments toward the cost of healthcare benefits (premiums, health savings accounts, flexible spending accounts or similar accounts used for health care costs) shall be "capped" at the amounts set each year in accordance with Section 3 of the State of Michigan Publicly Funded Health Insurance Contribution Act (PFHICA). In the event the total plan cost (premium cost-plus applicable deductible) falls under the agreed upon healthcare contribution caps on the part of the District, the District will fund the difference into the employee's Health Savings Account up to the maximum annual contribution limit as determined by the IRS.

  Single Person Coverage Cap: $7,942.09

  Two-Person Coverage Cap: $16,609.38

  Family Coverage Cap: $21,660.30

- Teachers will be given the choice of the District fully pre-funding their insurance deductible into their Health Savings Account (HSA) for the calendar year or not funding it at all. For those who choose the fully funded deductible, the funds will be deposited into their HSA account on the 1st pay date of January.

- The employer will deduct pre-tax from the employee's pay the remaining balance in equal installments over 22 or 21 pays as designated by the employee.

- All ratified Agreements for Health Care will be posted on the District's Transparency Reporting webpage under Current Bargaining Agreements.

A. Forfeiting the rights to the Cash Option plan listed below until balance of the district HSA contribution not met has been reimbursed.

B. Employees who have dropped the PPO HSA Plan during the coverage period and then later choose to re-enroll in the PPO HSA Plan before fully reimbursing the district will receive the credit as described above minus the remaining amount to reimburse the district.

C. This reimbursement language is specifically meant to prevent employees from opting in and out of the medical benefits during the coverage period in an attempt to gain a financial advantage. It does not apply to teachers who drop the plan because they are resigning their position and leaving the district.

The Board and FTPO shall meet to review the Health Care Benefit Plan when the January renewal rates are available. The purpose of the meeting will be to review the increase in renewal rates and determine if the group wishes to purse a different plan.

Cash Option

- Subject to the terms and conditions of this section, an eligible employee may elect not to participate in District-paid hospitalization/health care coverage and to receive additional compensation in lieu of such coverage (hereinafter called "cash option") in the event such employee receives hospitalization/health care coverage through an approved alternative source (such as through a spouse's employer-sponsored plan). An eligible employee wishing to receive the cash option must (i) complete and submit a Cafeteria Plan Election Form and a Waiver of Health Insurance and Cash Option Form and (ii) provide documentation sufficient to confirm that such employee is at such time covered through another major medical plan that meets the Minimum Essential Coverage requirement of the ACA's Individual Mandate.

- Provided an eligible employee wishing to receive the cash option timely submits the forms and documentation as required by the preceding paragraph, the cash option to such employee shall be in the annual amount of $1,200, payable in monthly installments of $100 each. Notwithstanding the foregoing, if nine or more eligible employees elect to receive the cash option, the cash option to each such employee shall be in the annual amount of $6,000, payable in monthly installments of $500 each. Monthly cash option installments to an eligible employee shall commence on the first day of the calendar month following the submittal by such employee of the forms and documentation as required by the preceding paragraph. No cash option payments shall be made to an eligible employee during any month in which such employee is on layoff or on leave of absence or during and after any month in which such employee has voluntarily terminated his or her employment or has been terminated by the District.

- In cases where a married couple is employed by the District and both employee spouses are eligible to participate in District-paid hospitalization/health care coverage, the married couple may designate one employee spouse as the primary insured as allowed by the insurance carrier. In such event, only the employee spouse not designated as the primary insured may elect to receive the cash option as noted above.

- In the event that nine or more eligible employees have not elected to receive the cash option in any calendar year, any eligible employee who previously elected to receive the cash option in such calendar year may elect to rescind such election and to participate in District-paid hospitalization/health care coverage.

A. Definitions and Exclusions

1. Eligible Employees and Dependents: An eligible employee is a full-time instructional or professional staff person as defined in Section I, Recognition, of this contract. Less-than-full-time instructional or professional staff and substitute teachers are excluded from coverage.

2. Full-time Employment: Teachers and professional staff will be considered full-time if they are assigned a work load of at least seventy percent (70%) of the maximum student contact and preparation time allowed under this Agreement (excluding extracurriculars).

3. Participating Employee: A person who has applied for health insurance coverage and who has

been accepted for participation, whether at the District's or at the employee's own expense.

B. Vision

The Board agrees to provide the teachers and their eligible dependents with Vision Insurance (District Self-Funded Plan - $130 Frames).

1. Married couples within the District may dual enroll in the vision plan which will then give them 100% vision coverage or the maximum coverage as allowed by the plan. It is understood that the coverage will not be more than twice the amount of regular coverage

2. Any teacher who has elected to receive a cash option in lieu of enrolling in a District offered Health Care Plan is still eligible to enroll in the District provided Vision Plan.

C. Dental/Orthodontics

The Board agrees to provide teachers and their eligible dependents Dental Insurance (District Self-Funded Plan) with coverage which includes 80% with an annual maximum of $1,450 for Classes I, II and III and 80% coverage with a lifetime maximum of $1,450 for class IV.

1. Married couples within the District may dual enroll in the dental plan.

2. Any teacher who has elected to receive a cash option in lieu of enrolling in a District offered Health Care Plan is still eligible to enroll in the District provided dental plan.

D. Loss of Time Insurance

The Board will pay 100% of the cost of such insurance for all teachers. Loss of time insurance will provide 66.67% of the daily salary lost by a disabled teacher, as defined by the insurance contract, payable until age 65. "Daily salary" shall be determined by dividing the annual contracted base pay, including, but excluding extracurricular pay, by the number of contracted working days in the school calendar for the year in which the disability occurs.

Maximum monthly benefits are subject to offsets by other disability benefits to which the teacher is entitled. No loss of time benefits other than for accumulated sick leave will be payable during the first thirty (30) working days of the disability. The Board agrees to continue providing fringe benefits for teachers on long term disability for one calendar year beginning with the date long term disability benefits are first received. Teachers on extended LTD (beyond their last contract) will be permitted to remain members of the group and thus receive group rates for medical and life insurance provided that said teachers agree to pay the full cost of the premiums. This provision may be limited by law or insurance carrier regulations.

E. Group Term Life Insurance

The Board agrees to provide the teachers with group term life insurance in the amount of $50,000. The policy will meet the following criteria:

1. Double indemnity and dismemberment provisions.

2. Waiver of premium clause to age sixty-five (65).

3. Conversion clause which states that no "proof of insurability" be required.

4. A teacher may elect to have the cost of matching coverage deducted on a monthly basis from his or her salary. These rates shall not exceed those paid by the Board.

   A teacher has a thirty-one (31)-day conversion right upon termination of employment. However, if said teacher elects this right of conversion in order to keep his/her term life insurance in force, he/she must contact the insurance carrier within this 31-day conversion period.

F. Religious Holidays

Any teacher may take without loss of pay such religious holidays proclaimed non-working days by his religious group.

G. General Terms and Conditions of Benefits Administration

1. Employees newly hired by the Board shall be eligible for Board-paid insurance coverage on their date of hire.

2. Changes in family status shall be reported by the employee to the personnel office within thirty (30) calendar days of such change. The employee shall be responsible for any overpayment of premiums made by the Board on his/her behalf for failure to comply with this paragraph.

3. All employees will have benefit coverage terminated on their date of separation.

4. All fringe benefit payments shall cease during a work stoppage. FTPO will be allowed to make payment to keep coverages in force. The Board representatives will notify those involved of payment amounts and due dates. Failure to make such timely payments will be reason to cancel fringe benefit coverage during the stoppage.

H. Sick Leave

1. Full-time teachers shall be entitled to nine (9) days paid sick leave per school year. One-half time teachers shall be entitled to four and one-half (4½) days paid sick days per school year. All other guidelines in regard to sick leave and bereavement apply also to half-time teachers. Sick days will be accumulative to 124 days.

2. If a teacher disagrees with their sick day balance, it is his or her responsibility to inform the administration and the FTPO Executive Board in writing. A meeting to discuss the disagreement will be scheduled with the teacher, an FTPO representative, and an administrator present.

3. Sick days may be used for teacher illness, serious illness of an immediate family member (spouse, children/step children, parents/in-laws, and siblings/in-laws) or the death of a family member (see item J in this section, Bereavement). In the event of an extended personal illness of five (5) or more working days, the Board may require an examination by a physician of its choosing at the Board's expense. The Board may require verification from a teacher's physician for sick days used for personal or family illnesses.

4. The minimum increment for sick days is one-half (½) day.

5. Accumulated sick days shall remain intact during an officially granted leave; however, additional sick days are not earned during a leave.

6. Teachers may borrow up to forty (40) sick days from their own future sick day allowance. Borrowed days must be repaid within six (6) years. If a teacher leaves the District's employment while still owing borrowed sick days, the value of the days at the time they were taken will be deducted from the teacher's final check.

7. Upon retirement or resignation, a teacher with fifteen (15) or more years of District service will be paid $50 per day for the accumulated sick days. To be eligible for payment for accumulated sick days, a teacher must give written notice of intent to retire or resign prior to the end of the first semester.

   In the unfortunate event that the qualifying teacher dies after having served notice of intent to retire or resign, payment will be made to the beneficiary named in the written notice.

   The Board recognizes that unusual or unforeseen circumstances may occur that prevent a teacher from meeting the notification deadline or other eligibility requirements. In such cases, the Board (Superintendent) may, at its sole discretion, approve payment for accumulated sick days when circumstances warrant an exception.

   Examples of circumstances that may be considered include, but are not limited to:

   - Serious or sudden illness, injury, or disability of the teacher
   - Serious illness, injury, or death of an immediate family member requiring the teacher's care
   - Approval of disability retirement or other medically necessary separation from employment
   - Spousal job relocation requiring the teacher to move from the area
   - Unexpected catastrophic events significantly impacting the teacher (such as accidents, fire, or natural disasters)
   - Other extraordinary circumstances beyond the control of the teacher

   Nothing in this provision shall require the Board (Superintendent) to grant such exceptions, and each request shall be reviewed on a case-by-case basis.

8. At the conclusion of each school year, any teacher whose accumulated sick leave balance exceeds 115 days shall be compensated at a rate of $40.00 per day for each day above the 115-day threshold. This payout shall be issued as a one-time payment and shall not reduce the employee's sick leave balance below 115 days.

I. Bereavement

Sick days may be used for bereavement in the event of a death in a teacher's family. A maximum of ten (10) days may be used for bereavement in the event of a death in the teacher's immediate family (spouse, children/step children, parents/in-laws, and siblings/in-laws) of which three (3) are not chargeable against unused accrued sick leave and a maximum of three (3) days in the event of a death of a family member who is not defined as immediate.

J. Personal Leave

Full-time teachers are entitled to four (4) days of personal leave per school year in addition to sick days. One-half (½) time teachers are entitled to two (2) day of personal leave per year. All other guidelines in regard to personal leave also apply to one-half (½) time teachers. No more than three (3) personal days may be used consecutively.

1. Except in cases of emergency, a written request for personal leave must be submitted to the building administrator at least four (4) working days in advance of the date(s) designated as personal leave. Teachers are not required to give a reason when submitting written requests for personal leave of a non-emergency nature.

2. Except in cases of emergency, no more than ten percent (10%) of the District's teaching staff may be granted leave on a given day. In the event that more than ten percent (10%) of the teaching staff should request the same day for personal leave, requests shall be honored in the order received until the ten percent (10%) maximum is reached.

3. An emergency situation which necessitates a request for personal leave must be revealed by the teacher and accepted by the building administrator or District superintendent.

4. Personal leave may not be taken in less than one-half (½) day increments. If the teacher needs less than one-half (½) day of personal leave, such time may be granted by the building administrator without being deducted as personal leave, provided that the teacher requesting the personal leave arranges coverage for the time spent away from the building and the arrangement is approved by the building administrator.

5. The last work day before any school vacation or holiday or the first work day after any vacation or holiday within the school year may not be designated for use as personal leave by teachers except in cases of emergency. Teachers may request unpaid leave (dock days) for work days that are excluded from being requested as personal leave days using the FTPO Unpaid Leave (Dock) Day Request Form included in the Appendix. Approved Dock Days will be calculated as the total of the following:

   A. Current employee per-diem rate calculated based on total work days for the school year.

6. At no time may a teacher accumulate more than five (5) personal days in any school year. Unused personal days will be treated as follows upon the end of the school year:

   A. If a teacher has unused personal day upon completion of the school year, one personal day will be carried over for use in the following school year with any remaining days paid out at $50.00 per day no later than June 30th.

K. Court Appearances

Absences necessary for an appearance in court, such as to serve as a witness or juror, will be granted with pay. Any outside compensation received by the teacher from the court will be paid by the teacher to the district. Payment will not be made if the teacher is a defendant in a criminal trial and is found guilty.

L. Family Medical Leave Act

The District will grant, per year, unpaid leaves up to a total of twelve (12) weeks in accordance with the Family Medical Leave Act. For a complete description of the terms and conditions of the Family Medical Leave Act, please refer to the Employee Handbook.

XIII. CLARIFICATION AND BOARD ITEMS

A. A teacher is specifically not granted tenure in extracurricular assignments nor does statement of class or subject assignment on individual contracts imply tenure in that class or subject area.

B. Teaching of evening, Saturday, or summer classes, or assignment thereto, does not imply tenure in these positions. These assignments will not constitute a portion of the regular annual individual contract.

C. Teacher Evaluation System

The Teacher and Administrator Evaluation systems will be established and required assurances provided in a manner consistent with the state's legal requirements for such practices. Bargainable topics will be collaboratively determined between the FTPO (Teachers' Organization) and Board and/or the FAPO (Administrators' Organization) and Board.

1. The system must evaluate job performance while providing timely and constructive feedback, establish clear approaches to measuring student growth, using multiple rating categories of "effective," "developing," and "needing support," and inform decisions regarding effectiveness and development of teachers and school administrators.

2. Teachers and/or Administrators – as defined by law (RSC Section 1249) – shall be evaluated annually, unless rated highly effective or effective (before July 1, 2024) or effective (after July 1, 2024) on their 3 most recent consecutive year-end evaluations to be evaluated biennially instead of annually. A teacher or administrator not rated as effective on any one of the last three evaluations must be evaluated annually until that three-year effective rating is achieved.

3. If the administrator's evaluator changes or the administrator obtains employment in a different district, the administrator must be evaluated that year.

4. All evaluators of teachers and administrators must be provided with Rater Reliability training by Sept. 1, 2024 and every 3 years thereafter. These training requirements are further defined in RSC Section 1249.

5. 20% of year-end evaluation is based on student growth and assessment data or student learning objective metrics. The remainder of the evaluation is based on performance as measured by the evaluation tool.

6. All probationary teachers in their first three years, and any teacher rated less than effective are provided with a mentor or coach for the first three years. All administrators (except for the Superintendent) are provided with a mentor or coach for the first three years in which the administrator is in a new administrative position.

7. All probationary teachers and any tenured teachers rated less than effective on their most recent year-end evaluation have an IDP developed by administrative personnel in consultation

with the teacher as required by the Tenure Act. An Improvement Plan developed by the evaluator will be given to any administrator rated less than effective.

8. Teacher observations must meet the following minimum requirements: minimum 2 in a year evaluated that are not less than 15 minutes in length and include a review of the lesson plan, state standards, and pupil engagement. The observations must be conducted by trained observers, and at least one must be conducted by the evaluator. A post-observation meeting must be held that reviews, at a minimum, the lesson plan, state standards, and pupil engagement. Written (electronic acceptable) feedback must be provided to teachers within 30 days after each observation. Each building level school administrator is provided with a site visit by the evaluator in the building in which the administrator works. The site visit must include a review of the school improvement plan and classroom observations to collect evidence of the SIP strategies being implemented and the impact the SIP has on learning.

9. First year probationary teachers and any teacher rated less than effective are provided with a mid-year progress report as defined by law. In any year they are being evaluated, administrators are provided with a mid-year progress report as defined by law.

10. The appeal process and notifications for those rated ineffective/needing support will be followed as defined by law.

D. Professional Study Committee

1. The Board of Education, the Administration, and the FTPO wish to establish a "Professional Study Committee (PSC)". The purpose of this Committee is to establish a forum by which the Administration and the FTPO may discuss and resolve contractual or working environment issues, to promote a positive work environment, and to maintain that level of performance and commitment associated with our peer districts and outperforming districts.

2. The Committee shall be comprised of the school Administration and the FTPO executive board.

3. The Superintendent or the FTPO President will schedule meetings on an as needed basis.
4. Meetings shall not exceed one per week.

5. The PSC is empowered to appoint subcommittees composed of teachers and administrators to study and report upon any mutually agreed upon subject.

6. All reports of the PSC or its subcommittees, including their recommendations, shall be submitted in writing to all members of the PSC.

7. Subject to study by subcommittees shall include but not be limited to:

   a. Discipline policy
   b. Evaluation of teachers
   c. Development of curriculum

   Upon completion of its study and report on the subject assigned to it, each subcommittee shall be considered dissolved, and once dissolved no subcommittee shall be reactivated except by mutual consent of the members of the PSC.

E. Professional Development

The District encourages professional growth and development and, therefore, it will support teachers who wish to participate in activities such as seminars, conferences, and workshops. Professional development activities are to be planned and scheduled with the approval of the administration.

1. Seminars, Conferences, and Workshops

   The District will pay the cost of registration for approved seminars, conferences, and workshops which meet its educational needs. Upon submission of required documentation, teachers will be reimbursed for reasonable costs of travel, meals, and lodging. In addition, the District will grant absence with pay and provide a substitute in the event that a participating teacher must miss scheduled work days in order to attend a seminar, conference, or workshop.

2. The District will pay the cost of tuition for an inservice course which it initiates and will recognize whatever credit is awarded by colleges to teachers for the satisfactory completion of these courses in accordance with the terms of this Agreement.

F. Leaves of Absence

1. The Board may grant a leave of absence, without pay, to a teacher for personal, professional, or civic reasons under the following terms and conditions:

   a. The leave is requested by the teacher in writing at least ninety (90) calendar days prior to its starting date, unless an emergency situation precludes the required advance notification. In such cases, the Board may grant the leave of absence with the recommendation of the Superintendent.

   b. If State or Federal laws do not require the District to continue providing contractual benefits during a leave of absence at the District's expense, the teacher may elect to continue such benefits at his or her own expense.

   c. No seniority will be earned during a leave of absence **unless otherwise agreed upon by the Board**.

   d. Except in cases of emergency, leaves of absence will be for a period of one (1) year and shall be scheduled to start at the beginning of the **contract** year. Leaves of different durations and starting dates other than the beginning of the **contract** year may be approved by the Board in cases of emergency with the recommendation of the Superintendent.

   e. A teacher on leave for a full **contract** year shall notify the Superintendent in writing at least ninety (90) calendar days prior to the end of the leave of absence of his or her intention to (1) return to work; (2) request an extension of the leave; or (3) resign. Failure to supply notification within the required time will constitute a notice of resignation. For leaves shorter than one **contract** year, such notification shall be made at a ratio of ten (10) calendar days' notice for each month on leave.

   f. When a teacher returns to work after a leave of absence, he or she will be assigned duties by the Superintendent subject to applicable State or Federal law and the provisions of the Master Agreement.

2. Professional

   a. Advanced Study. Dependent upon anticipated benefits to the District, and subject to the recommendation of the Superintendent and approval by the Board, a leave may be granted for:

      1) Study related to the teacher's certified field.

      2) Study to meet eligibility requirements for a field of certification other than that presently held.

      3) Study, research, or special teaching assignment involving probable advantage to the District.

      4) The teacher will carry a normally accepted full load of academic classes during the leave period.

   b. The granting of an advanced study leave does not obligate the District to utilize the teacher's services in the capacity for which the advanced study may have prepared the teacher.

3. Personal

   a. The District shall follow the provisions of applicable State and Federal laws **and the provisions of the Master Agreement** in granting leave for childbirth, child care, personal health, or family member health reasons.

   b. The District shall follow the provisions of applicable State law in placing a teacher on involuntary leave of absence for physical or mental disabilities.

   c. After a teacher completes seven (7) **or more** years of teaching in the District, he or she may request personal leave for unstated reasons (sabbatical leave). One (1) sabbatical leave shall be granted to a teacher by the Board. Sabbatical leaves are for a duration of one (1) **contract** year. Teachers meeting the experience requirement must request sabbatical leave in writing at least six (6) months in advance.

4. Civic

   a. Military: A teacher who is inducted or enlists in any branch of the armed forces of the United States will be granted a leave without pay or benefits for one draft term (or until the state of emergency is ended) or one minimum enlistment term. Seniority and salary determination upon return will be based on a maximum of two (2) years extra earned experience. Such seniority and related pay benefits are not retroactive.

   b. Government Service: The Board may grant a teacher a leave without benefits to campaign for or serve in public office. Such leave must be requested five (5) months in advance and must be for one (1) full school year, September through August. Only one (1) staff member may be on such leave at any time.

G. Professional Actions

1. All teachers will be expected to conduct themselves in a professional manner and follow the policies and rules of this District. Such matters of concern include establishing reasonable goals for the instruction of students, devising well-planned lessons which include a reason for instruction, allowing for individual differences in student ability, and becoming interested in and concerned with students' progress.

2. Teachers should use care in matters of personal attendance and punctuality. Teachers should avoid leaving a class "unsupervised." Teachers should not avoid planning or teaching by use of "free study" time or "free reading" or "library periods" or by the use of AV materials or other methods. Each child is entitled to a full day of teaching and learning each school day.

3. All staff members will work toward maintaining a professional attitude within our school system.

4. Students should never be used as a vent for a teacher's frustrations with the school system, administration, or teaching conditions, nor are the students to be indoctrinated with the political beliefs of the teachers.

5. It will remain the responsibility of the building principals to supervise the duties and actions of the staff and to make recommendations to correct improper actions.

H. Definitions

a. Service: (Seniority)

Service (seniority) is based on the number of years served (though not necessarily continuously) in the District in a teaching or administrating position. Time spent on official leaves of absence does not contribute to seniority unless specified to do so by the Board, or unless specified to do so elsewhere in this Agreement. Any seniority changes from the approved 1982-83 list will be based on regularly contracted teaching, and not on substitute teaching that is not contracted under this Agreement.

Beginning with the 1994/95 school year, any individual covered by the Agreement who is assigned a work load of 70 percent or more of the maximum work load allowed under this Agreement will be considered to be employed full-time and shall be granted one full seniority step per year.

Beginning with the 1994/95 school year, any individual covered by the Agreement who is assigned a work load of less than 70 percent of the maximum work load allowed under this agreement will be considered to be employed half-time and shall be granted one-half of one seniority step per year.

Time away from the assignment will contribute to seniority if it is because of illness. However, a maximum of two (2) years' seniority can be earned while on sick leave.

Other time away from the assignment will not count toward seniority. In addition to other matters agreed to which will end a teacher's seniority, it will also be broken for the following reasons:

1) Legal teacher discharge

2) Teacher retirement

Miscellaneous time away from assignment may contribute to seniority if the Board deems it appropriate.

4. At the end of the first semester the Board will provide the FTPO with a complete seniority list. This list will include the names and areas of certification of all teachers. The FTPO will notify the superintendent of any errors in the listing.

XIV. GENERAL STATEMENT

A. Once an agreement has been reached between the FTPO and the Board, School District policies shall remain in effect except wherein abrogated by this negotiated Agreement. The affected policy item shall be replaced with the negotiated Agreement item for the duration of the current Master Contract.

B. This agreement shall become effective July 1, 2026 and remain in effect until June 30, 2029 with an annual wage and benefit reopener which will occur following the October Pupil Accounting Report and the Fiscal Audit.

C. During its period of effect, this contract can be opened only through the mutual consent of the Board and the FTPO.

APPENDIX A

FRANKENMUTH SCHOOL DISTRICT
GUIDELINES FOR TEACHER PARTICIPATION IN CONFERENCES

In an effort to encourage teachers to participate in meaningful conferences, the following guidelines are offered.

APPLICATION PROCEDURE:

1. Request to attend a conference should be initiated by the teacher.

2. Early requests are recommended so that appropriate budgeting and planning can be done.

3. Unless unusual circumstances can be demonstrated, all conference requests should be submitted to the building principal a minimum of three (3) weeks prior to the conference.

4. Requests should be on the form provided with as much information as possible attached.

5. A direct relationship between the conference and the teacher's subject area or extracurricular area should exist.

6. Principals will have the final decision-making authority regarding conference participation.

7. Principals will request written and/or oral reports on the conference upon the return of the teacher.

8. All conference requests should include a published agenda.

CONFERENCE EXPENSES:

1. The District will provide reimbursement for the following expenses:

   A. Conference registration fees (but not "late" registration penalty).

   B. Mileage reimbursement will be limited to 300 miles, round trip, shortest route. Longer trips may be made, but additional mileage is a teacher expense. Mileage reimbursement will be made at the Board-authorized rate.

   C. The District will pay for meals included with registration fees if such meals are a part of the conference program.

   D. Lodging will be paid if the conference is 50 miles or more from Frankenmuth. Lodging

receipts are requested.

E. The District will pay for a substitute teacher for the person attending the conference.

2. Early requests are recommended so that appropriate budgeting and planning can be done.

3. Requests for mileage and lodging reimbursement must be submitted on District forms. Receipts for lodging must accompany the request for reimbursement.

FRANKENMUTH SCHOOL DISTRICT

INITIAL REQUEST FOR ATTENDING CONFERENCE

Date of Request _____ Date Received at District Office _____
Teacher's Name _____
Grade or Subject _____ Substitute Needed? _____
School _____ Name of Conference _____
Location of Conference _____ Date of Conference _____
Approximate Cost of Conference _____

Mileage $_____
Lodging $_____
Registration $_____

Is Payment Requested? _____ Amount _____
For prepayment, please make check payable to: _____

_____

_____

_____

Reason for Attending _____

_____

_____

_____

Please attach a copy of Conference Agenda

_____ _____
Principal's Signature Teacher's Signature

Conference Request: _____ Approved _____ Denied

_____
Superintendent Signature

FRANKENMUTH SCHOOL DISTRICT
OPERATIONAL PROCEDURES
SICK LEAVE BORROWING

1. The 2026-2029 Master Contract between the Board of Education specifies:

   XII. I. 7. Teachers may borrow up to forty (40) sick days from their own future sick day allowance. Borrowed days must be repaid within six (6) years. If a teacher leaves the District's employment while still owing borrowed sick days, the value of the days at the time they were taken will be deducted from the teacher's final check.

2. Teachers will be expected to keep reasonable tally of their own sick day bank. These can be verified with the District Office.

3. Teachers must request the days to be borrowed at the time of anticipated need. The District will not automatically provide additional sick days via borrowing. The contract words "may borrow" indicate a request, not an automatic procedure.

4. In case of debilitating illness or accident in which the teacher cannot reasonably be expected to be able to make a request, the FTPO and a representative of the Superintendent will meet to arrange appropriate "borrowing."

5. To provide clarity in requesting and granting sick day "loans," a form will be provided by the District (copy attached).

6. At the time of borrowing, a plan will be established for repayment of the days. This will be a part of the "Borrowing Form."

F R A N K E N M U T H S C H O O L D I S T R I C T
A REQUEST TO BORROW SICK DAYS

(Submit to District Office, c/o Superintendent)

Teacher's Name_____

Date of Request_____

I wish to borrow _____* additional sick leave days to be added to my bank. I understand that these days must be repaid within six years or they may be deducted from my final pay check from the District if that payment is within the six-year period.

My plan to repay these days is:

School year _____ - _____: Repay _____ days
School year _____ - _____: Repay _____ days
School year _____ - _____: Repay _____ days
School year _____ - _____: Repay _____ days
School year _____ - _____: Repay _____ days
School year _____ - _____: Repay _____ days

Teacher's Signature _____

* Maximum of 40 days

FOR OFFICE USE:

_____ Approved

_____Superintendent or Designee

Action	Initial/Date
Added to Sick Bank	_____
Bank Flagged for Repayment	_____
Request Form Filed	_____
Teacher Notified	_____
Copy to FTPO President	_____
Copy to Principal	_____

FTPO UNPAID LEAVE (DOCK) DAY REQUEST FORM

The Master Contract between the Board of Education and FTPO specifies:

XI. J. Personal Leave

Full-time teachers are entitled to four (4) days of personal leave per school year in addition to sick days. One-half (1/2) time teachers are entitled to two (2) days of personal leave per year. No more than three personal days may be used consecutively. The last work day before any school vacation or holiday or the first work day after any school vacation or holiday within the school year may not be designated for use as personal leave by teachers except in cases of emergency. All other guidelines in regard to personal leave also apply to one-half (1/2) time teachers.

I would like to request unpaid leave (docked pay) for the following day(s):

NAME:_____

DATE	DAY OF THE WEEK	INCREMENT (FULL DAY)	REASON FOR LEAVE

Please note: This form must be filled out by the employee at least four (4) working days in advance of the date(s) requested.

Teacher's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Forward to District Office:

☐ Approved
☐ Denied

Superintendent's Signature: _____ Date: _____

District Office Use Only:
Forward copy of approved form to: ☐ Payroll ☐ Principal ☐ Employee Date:_____
Forward copy of denied form to: ☐ Principal ☐ Employee Date:_____

Dock Day Calculation (Payroll Office Use):

Employee Dock Day Calculation:
Employee Base Contract Amount per FTPO Salary Schedule $_____ divide by 181 work days = $_____

Written Plan for Advanced Coursework/Lane Change

Frankenmuth School District

Today's Date: _____

Employee Name: _____
(Please Print First and Last Name)

_____ _____
(Position) (Location)

College/University: _____

Coursework: _____

Program Start Date (Month/Year) _____

Anticipated Completion (Month/Year) _____

Please accept this form/document as my formal request for a lane change upon credit or degree completion/verification:

_____ _____
Employee Signature **Date**

_____ _____
Superintendent Signature - Approval of Written Plan **Date**

Required Verification Documents:

Official Transcripts supporting a lane change must be submitted to the Superintendent for approval at least ten days prior to the first pay date of the new school year.

Note: Lane changes go into effect on the first pay date of a new school year.

Current Lane: BA ☐ MA/BA+35 ☐ BA+65/MA+30/Ed Specialist ☐

Requested Lane Advancement: MA/BA+35 ☐ BA+65/MA+30/Ed Specialist ☐

HR Only: Current Salary _____ New Salary _____

_____ _____
Superintendent Signature - Approval of Lane Movement **Date**